

## BUILDING SERVICE BRANCH--MONTHLY OPERATIONS REPORT

FOR THE PERIOD 25 June 63 25 July 63  
 DATE PREPARED 29 July 63

	DOCUMENTS	CONF ITEMS
REQUISITIONS PREPARED (FORM 88)	203	539
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	240	2,442
BACK ORDERED	XXXXXXXX	0
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	3,901	16,953
BACK ORDERED	XXXXXXXX	**
GSA REQUISITIONS PREPARED (FORM 1458)	6	150
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD * Approximately 150 of the pending move requests	158	
RECEIVED held by this branch are due to non receipt of	800	
PROCESSED material ordered from Central Depot.	779	
PENDING	* 179	
TYPEWRITER REPAIR REQUESTS	100	
FURNITURE REPAIR REQUESTS	16	
ELECTRIC OFFICE MACHINE REPAIRS	700	
RECEIVING DOCUMENTS PROCESSED		
FORM 88	294	488
FORM 1458	337	851
FORM 17	61	64
OPERATIONAL SUPPLY ROOM		
PTI (FORM 1707)	32	73
LOAN REQUISITIONS (FORM 88)	43	74

	PERSONNEL
TOTAL NUMBER OF PERSONNEL	31 plus 3 summer employees
SICK LEAVE USED	113
ANNUAL LEAVE USED	308
EMERGENCY LEAVE USED	0

NATIONWIDE		
FUNDS BEGINNING 1 July 1963		\$24,000.00
TOTAL NUMBER OF MEN	7 to 13	
TOTAL HOURS WORKED 1387	\$1,941.80	\$ 1,941.80
FUNDS REMAINING		\$22,058.20

\*\* Back orders on hand 45  
 Back orders received 109  
 Back orders processed 145  
 Back orders on hand 9

## Classified Trash

Bags 9 lb. 5628  
 " 60 lb. 7711  
 " sugar 1615 4534

25X1A